



FEMA

POSITION TASK BOOK FOR THE POSITION OF

National Qualification System
RAPID NEEDS ASSESSMENT TECHNICAL
SPECIALIST

RAPID NEEDS ASSESSMENT TECHNICAL SPECIALIST

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Rapid Needs Assessment (RNA) Technical Specialist and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Conduct aerial assessment under the RNA Team Leader's direction.	E, F, I, R		
2. Deploy to the impacted areas to conduct situation/needs assessment: <ul style="list-style-type: none"> ● Damaged infrastructure ● Extent of damage to infrastructure ● Points of contact associated with damaged infrastructure and immediate needs 	E, F, I		
3. Provide information for the RNA Team Leader to use in determining resource requirements for an aerial assessment: <ul style="list-style-type: none"> ● Report the projected area to be viewed ● Report the designated Landing Zone (LZ) ● Determine the number of personnel participating in the flight and aircraft requirements ● Determine number of days personnel, aircraft, and equipment are required 	E, F, I, R		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Manage and report collected assessment data to the RNA Team Leader to address immediate needs.	E, F, I		
5. Provide the RNA Team Leader with documentation necessary for continuing response operations: <ul style="list-style-type: none"> • Damaged infrastructure • Extent of infrastructure damage • Points of contact associated with damaged infrastructure and immediate needs 	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Collect and provide information to help determine requirements for critical resources to support emergency response activities. Information includes: <ul style="list-style-type: none"> ● Imminent hazards ● Boundaries of affected area: geographical, political, hazard ● Local/state resource levels: personnel, materials, equipment ● Population information ● Special facilities ● Essential facilities: shelters, food distribution centers, hospitals, police stations, fire stations, government offices, Emergency Operations Centers (EOC) 	E, F, I		
7. Demonstrate general knowledge of Geographic Information Systems (GIS) and GPS.	E, F, I		
8. Demonstrate knowledge of issues affecting life safety, critical infrastructure, and human needs, such as transportation infrastructure issues and public utility infrastructure issues.	E, F, I		
9. Provide technical information to the RNA Team Leader regarding RNA activities: <ul style="list-style-type: none"> ● Assessing safety of damaged infrastructure ● Assessing extent of infrastructure damage ● Determining the jurisdiction's immediate needs 	E, F, I		